



## ***SECTION II*** ***Business Rules***

Revision Date: Tuesday, May 12, 2015

# EIS Business Rules

## Revision Table

Date	Revision History	Comments
5/12/15	Revision 1	Added new content to ADM section and added SPED ADM section.
		Added table of contents. Removed content from summer school section (step #2)
		Made subtle changes to some of the wording.
		Added content to the sections regarding discipline: <ul style="list-style-type: none"> <li>• Edited the definitions of ISS, OSS, Expulsion and Remand</li> <li>• Refer to Disciplinary Action Rules</li> </ul>
		Edited various sections: <ul style="list-style-type: none"> <li>• Average Daily Membership (ADA)</li> <li>• SPED ADM</li> <li>• District and School Calendar Reporting</li> <li>• Disciplinary Actions for a Student</li> <li>• Elementary Students Lunch Scheduling</li> <li>• Student Section – General Rules</li> <li>• Student Section –Disciplinary Rules</li> </ul>
		Changes made to the following: <ul style="list-style-type: none"> <li>• District Approval of Reports</li> <li>• FAQ information moved to Disciplinary Action Rules section</li> </ul>
		Updated various sections with comments based on the newly acquired Student Membership and Attendance Procedures Manual.
		Added information and changes based on a meeting: <ul style="list-style-type: none"> <li>• Added sub-sections h, l, j and k from page 46 of the Attendance Manual.</li> <li>• Combined sections in order to avoid repetition (refer to the “ADA/ADM” section)</li> <li>• Placed the Special Ed ADM section after the regular ADM/ADA section</li> <li>• Added the calculation for vocational ADA and ADM.</li> <li>• Inserted table from BEP Handbook.</li> </ul>
		<ul style="list-style-type: none"> <li>• Updated SPED formulas.</li> <li>• Removed obsolete discipline rules. Updated primary school extract rules.</li> <li>• Updated rules regarding automation of GED certificates.</li> </ul>
		Added Reports and Error sections.
		Minor updates based on Communications Review
		Added a new section and updated CTE information: <ul style="list-style-type: none"> <li>• CTE ADM and ADA (formula)</li> <li>• Class Size reporting (table)</li> <li>• Early Postsecondary Courses (new section)</li> </ul>

**Note:** *This document has been reformatted for your ease of use. Any revisions have been noted in the Revision table*

# EIS Business Rules

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## EIS Business Rules

### 1. Reporting to Support the Basic Education Program

The **Education Improvement Act (EIA)** of 1992 established the **Tennessee Basic Education Program (BEP)** as the funding formula for kindergarten through grade 12 education in Tennessee. The components of the formula are grouped into two categories for determining the state and local share of formula funding in each school system: classroom and non-classroom. EIS must provide information on many of the components that serve as the basis for calculating the level of funding for each school system by the Tennessee Department of Education (the department). The formulas and definitions are described below.

#### ***Average Daily Membership (ADM) and Average Daily Attendance (ADA)***

A student **enrolled** or **receiving instructional service** is included in an ADM and ADA calculation with the exception of the following:

- Out of state, non-resident student
- I-20 (non-immigrant student from out of the country attending a Tennessee public school)
- Pre-Kindergarten
- Block Approval Errors that prevent students being included in ADM/ADA

The following rules apply to ADM and ADA:

- No student may earn more than 1.0 ADM/ADA for a period. However, students may earn more than 1.0 ADM/ADA on a daily basis due to irregular scheduling.
- The formula for ADM and ADA is designed to handle part-time and CTE students accurately.
- ADM/ADA for CTE students must be calculated separately for each CTE course in which the student is enrolled.

The formula used to calculate ADM is:

$$\text{ADM} = \frac{\sum [\text{Days-Scheduled} * \text{Time-Scheduled} / \text{Student-Standard-Day}]}{\text{Report-Period-Days}}$$

The formula used to calculate ADA is:

$$\text{ADA} = \frac{\sum [\text{Days-Present} * \text{Time-Scheduled} / \text{Student-Standard-Day}]}{\text{Report-Period-Days}}$$

Average Daily Attendance is ADM adjusted for absences. Districts are funded based on the ADM. This money is divided by ADA only when there are multiple local education agencies (LEA) in the county.

## EIS Business Rules

The resulting ADM or ADA will be truncated to five decimal places after the calculation; however, it will be reported with four decimal places. Note that truncating does not involve rounding numbers. Refer to the example below:

ADM Calculated Value = .983367  
Truncated Value = .98336  
Reported Value = .9833

*The symbol “ $\Sigma$ ” means sum all values for the equation between the brackets [ ]. If the student’s time scheduled and student standard day never change during the report period, the formula inside the brackets needs to be calculated only once.*

**Days-Scheduled** is the number of days a student is enrolled with a particular Time-Scheduled during a report period. [See Note below.]

**Days-Present**—For state reporting requirements, full-time students that are present for half of the state minimum school day of 6 1/2 hours should be counted present, regardless of the amount of time over 6 1/2 hours school may be in session.

**Time-Scheduled** is the lesser of (1) the total number of minutes, excluding lunch, a student is scheduled for classes for the school day or (2) the Student Standard-Day. [See Note below.]

**Student Standard-Day** is the length in minutes of a standard, full-time day of instruction, excluding lunch, for all students, regardless of whether they are enrolled full-time or part-time. [See Note below.]

**Report-Period-Days** is the number of days for which the report is produced. The standard report periods are eight successive 20 instructional-day periods, a ninth period, which may be 20 instructional days or less, and the full school year, which may be 180 instructional days or less.

A **full-time student** is a student who is receiving instructional service that is greater than or equal to the amount of time specified in the ‘Student Standard-Day’.

A **part-time student** is a student who is receiving instructional service that is less than the amount of time specified in the ‘Student Standard-Day’. Part-time students must be present for half of the time for which they are scheduled to be counted present for the day. **Kindergarten** students are considered present after attending two hours of the instructional day.

**NOTE: For full-time students and for schools, such as elementary schools, that do not have part time students and do not schedule students into individual classes, Time-Scheduled equals Student Standard Day.**

## EIS Business Rules

### ***Special Education (SPED ADM)***

Students receiving **Special Education (SPED)** have a different formula for their ADM calculations. Primary Options and Secondary Options are required for the calculation. A student is required to have one Primary Option active. A student may have a Secondary Option active. However, they cannot have more than one of each. A Primary Option is needed before a Secondary Option can be attained. Refer to the [EIS Appendices](#) for a list of the Primary and Secondary Options.

The Primary Option ADM and Secondary Option ADM calculation is:

$$\text{Primary Option SPED ADM} = \Sigma \left[ \text{Days Enrolled in a Primary Option} / \text{Reported Period Days} \right]$$

$$\text{Secondary Option SPED ADM} = \Sigma \left[ \text{Days Enrolled in a Secondary Option} / \text{Reported Period Days} \right]$$

Students will have a maximum of 1.0 ADM for a Primary Option and a maximum of 1.0 ADM for a Secondary Option. If a student changes Primary Options or Secondary Options during a reporting period, the change must be reflected during the ADM calculation. Their ADM will be prorated for each of the options selected.

### ***CTE ADM and ADA***

The formula used to calculate ADM and ADA for CTE courses is:

$$\text{CTE ADM} = \Sigma \left[ \text{Days-Scheduled} * \text{CTE Time-Scheduled} / \text{Student-Standard-Day} \right] / \text{Report-Period-Days}$$

$$\text{CTE ADA} = \Sigma \left[ \text{Days-Present} * \text{CTE Time-Scheduled} / \text{Student-Standard-Day} \right] / \text{Report-Period-Days}$$

### ***Average Daily Transported (ADT)***

All students are included in ADT calculations with the exception of the following:

- Out of state, non-resident student
- Pre-Kindergarten

A district's ADT calculations include students transported by a school bus that is operated by a district and who meet the following criteria:

1. All students transported on specially equipped buses regardless of the number of miles transported.
2. Students in instructional grades K-12 who are transported on standard buses and who live 1½ miles or more.

## EIS Business Rules

The following business rules apply to ADT:

- No student may earn more than 1.0 ADT.
- ADT is calculated for the time period the student is reported as riding the bus.
- ADT is accumulated by bus number and is based on two types of buses: specially equipped and standard.
- Specially equipped buses are identified by an alpha suffix of S through Z.
- If a student rides the same bus both morning and afternoon, then this student is counted present once for the AM bus and once for the PM bus.
- If a student rides only the morning bus, then this student is counted present only for the AM bus.
- If a student rides only the afternoon bus, then this student is counted present only for the PM bus.
- If a student rides a different bus in the morning and afternoon, then this student is counted present once for the AM bus and once for the PM bus.

The formula used to calculate ADT is:

$$\text{ADT} = \text{Days-Present-Transportation} * (\text{AM} + \text{PM}) / \text{Report-Period-Days}$$

**Days-Present-Transportation** is any student (identified as a bus rider and qualifying to receive ADT) who attends any portion of the school day.

**AM** has the value 0.5 for a student riding a morning bus; otherwise the value is zero.

**PM** has the value 0.5 for a student riding an afternoon bus; otherwise the value is zero.

**Report-Period-Days** is the number of days for which the report is produced. The standard report is for the full school year, which may be 180 instructional days or less.

The following business rule(s) apply to the **reporting periods** used in the ADM, ADA, and ADT formulas:

1. The reporting periods begin with the first instructional attendance day of the school calendar and may continue up to the first 180 instructional attendance days.
2. The mandatory 180 days may be adjusted by stockpile days taken *plus* make-up days by extending the school day.

## EIS Business Rules

The following terms are used in the ADM, ADA, and ADT formulas:

1. The **student standard day** – do not confuse with the student day defined below. The length in minutes of a standard, full-time day of instruction, excluding lunch, for all students enrolled or receiving instructional services under this instructional service program, regardless of whether they are enrolled full-time or part-time. Grades P3 through 8 may include lunch as a class. Grades 9 through 12 cannot have lunch as a class.

**NOTE:** The **student standard day** is used in calculations.

2. The **student day** - the number of minutes the doors are open to students. This is the length in minutes of a standard, full-time day of instruction, including lunch, for all students enrolled or receiving instructional services under this instructional service program, regardless of whether they are enrolled full-time or part-time.

**NOTE:** The **student day** is used for accountability.

3. The **teacher day** – the length in minutes of a standard full-time day, including lunch, for a teacher. Teachers are required to arrive a certain number of contractual minutes before the start of the **student day** and remain a certain amount of contractual minutes after the end of the **student day**. The amount of time varies depending on the school.

## 2. Class Size Reporting

The Tennessee General Assembly, believing that smaller classes increase students' chances of academic success, included class-size standards in the **Education Improvement Act** (EIA) of 1992 that will require lower class sizes for all grades by school year 2001-02. Beginning in that year, school systems were no longer able to obtain waivers for schools that do not meet these requirements. The table below shows the class size reporting that is located in the [BEP Handbook](#).

Grade Level	Funding Level	Average Class Size Requirement	Maximum Class Size
K-3	20:1	20	25
4-6	25:1	25	30
7-9	30:1	30	35
10-12	26.5:1	30	35
CTE (7-12)	20	20	25

## EIS Business Rules

### 3. District and School Calendar Reporting

The information about a district and school calendar must be sent with the details so that the calendar can be created at the department.

- The Instructional Program Number for a school must be unique for the entire school year.
- The calendar must arrive at the state and be approved by the district no later than June 1<sup>st</sup> of the preceding school year.
- After the calendar has been sent and approved, any changes to the events must be sent to the department.
- If a school and/or district misses an instructional day, certain information must be sent to the department:

**200-Day Event Calendar** (011) for the date missed with the reason

**200-Day Event Calendar** (011) for the date/method of make-up:

- If making up by extending the school day, enter:
  - Date** = Date Missed
  - School Day Type** = Non-Instructional
  - Duration** = 1 day
  - Event Type** = Make-up day by Extending the School Day
- If making up with another full day, enter:
  - Date** = Date of Instruction
  - Day Type** = Instructional
  - Specific **Event Type**

**Instructional Program Report Period** (021) must be sent by each school affected for each Report Period that must have the dates changed:

- **School Days** (022) from each school affected for the date missed and reason.
- **School Days** (022) for each day that will be made up and how it will be made up.

## EIS Business Rules

The **Report Periods** 1-8 must always be 20 days, but the ninth one can be fewer than 20 days depending on the circumstances. The **school year** must have 180 instructional days except for certain conditions. The only allowable exceptions for the ninth period required 20 days or year-end required 180 instructional days are listed below.

### **Districts that stockpile can miss:**

- Number of days declared as **Inclement Weather Days**
- Number of days taken as full days of **Professional Development**
- Number of **make-up days** by extending the school day

### **Districts that do not stockpile can miss:**

- Number of make-up days by extending the school day.

### **Schools that declare Stockpiling for Professional Development can miss:**

- Number of days taken as full days of Professional Development
- Number of make-up days by extending the school day

## 4. District Approval of Reports

Data uploaded by the district will be processed and updated to EIS during the nightly EIS process. EIS processes data every night Monday through Friday or Monday through Saturday. The data uploaded is edited for errors and for business rules violations. The data is then updated to EIS. The only report that is approved in the EIS application is the **District Calendar**.

- If there are any errors or data loaded conditionally that has not been corrected, the director will not be allowed to approve the reports. An **error report** will be provided with the outstanding errors. All errors must be corrected and approved by the district.
- The **District Calendar** must be approved by the district's director of schools or by an individual at the director's direction. If the **District Calendar** has errors the approval process will not be allowed.
- The reports will be evaluated by the department only after the reports have been approved by the director.
- If it is necessary for further changes to be made, a new set of reports will be created with a new version and date.
- If the director approves these reports, this version will also be held with a date and version number.

## EIS Business Rules

### 5. Primary and Service School Services for a Student

When students are assigned to a primary school, the primary school is responsible for the scheduling of classes, attendance, and all extract types reported about that student. If the student is also provided services by another district or school, that location also will send certain extracts about the services being provided.

**Primary Schools should send all student extracts that apply for the student as well as the following two extracts for the specific class:**

- Class Section (030)
- Class Section Schedule (031)

**Service Schools should send:**

- Student (040)
- Student Enrollment (041)
- Student Instructional Grade (043)
- Student Classification (044)
- Student Withdraw (050)
- Class Section (030)
- Class Section Schedule (031)
- Student Class Assignment (048) for the class to be used in the class size evaluation

### 6. Normal Progression and Feeder Schools

When a student changes schools through normal progression, the new school is responsible for sending an “E” enrollment code. EIS will accept an “E” enrollment code from the school, but if a second “E” is received from another school, an error message is to be sent to both schools for resolution. If errors are not corrected by the time a district tries to approve the reports for the period, approval will not be allowed.

**NOTE:** Students who are continuing in enrollment due to choice will be enrolled in the New Year as an “EC.”

### 7. Summer School Procedures

End of year promotions and graduation completions that occur after June 30 should be transmitted by the home school from the regular school year database. If any student had a Special Education Option during the regular school year, that option will be used for the **Special Education Number of Promotions Report** and **Special Education Report** of 12th Graders Report. The home school can produce necessary promotion, retention, and graduation reports for activity after June 30 until the start of the next school year.

## EIS Business Rules

### Required Extract Transmission

Record ID	Extract Description
051	Student End of Service
080	Student Final Grade

### Reports Impacted by Summer School and Produced by the department

Promotion/Retention Report
Special Education Promotion/Retention Report
Report of 12 <sup>th</sup> Graders
Special Education Report of 12 <sup>th</sup> Graders
Roster of Graduates

## 8. Elementary Students Lunch Scheduling

Scheduling lunch is not a requirement for elementary students. If they are in a self-contained class all day, lunch time can be included in the scheduled course. **Self-contained classes** refer to a group of students that are with the same teacher for the entire day. The **Student Standard Day** must also include the lunch time so the student can have an ADM of 1.0.

## 9. 200-Day Accountability Reporting

Each district must submit a 200-Day Calendar to the department for the upcoming school year that documents the events of the 200-Day School Year. This calendar must be in compliance with **T.C.A. § 49-6-3004** and is documented in *The Student Membership and Attendance Accountability Procedures Manual*.

## 10. Student Section

### General Rules

1. Adult reporting is not a part of EIS. The schools still must report adult to the state, but it is keyed online to the appropriate attendance funding screens.
2. Automation of GED updates from the GED system is normally out of scope for EIS, except for GED certificates of the students that are reported to EIS.
  - Students should be enrolled on the last day of school
  - Completion documents must be sent to the state
  - Students must be withdrawn on the last day of school

## EIS Business Rules

3. Students will be enrolled with a valid enrollment code that is sent by the school for the beginning of school or any time during the school year.
  - If a student has two open concurrent primary enrollments, an error message will be sent to both schools.
  - If multiple schools enroll a student with enrollment codes of “E”, “E1”, or “EC” an error message will be sent to both schools.
  - During the school year, if a student re-enrolls in the same school and the enrollment code differs between the two enrollments, an error will be generated.
  - If errors are not corrected the student will not be counted in either school for ADM and ADA. No automatic enrollment or withdrawal will be done.
4. There are two options for scheduling lunch:
  - a. The school can schedule lunch as a class, using the department course codes for lunch; this will prevent it being used to calculate the length of the student’s instructional day.
  - b. Grades P3-8 may include lunch as a class. Grades 9-12 cannot have lunch as a class.
5. All students who are taking courses must have a primary school enrollment.
  - If part-time students are taking classes, at least one school must be designated as the primary school.
  - If a student is receiving on the job training, they must be enrolled in a public school and included in attendance.
  - When a student attends more than one school (in district or out of district) the schedule will be defined, including **student standard day**, at the primary school. ADM must not exceed 1.0.
  - **Note:** If students are going from a public school to a Tennessee Technology Center that is a part of the Tennessee Board of Regents System or a university, they must be enrolled in their primary school. In the “031 Class Section” record from the primary school, the “Service District ID” should be “999”. The “Service OSchool ID should be “0005” as is required by EIS.
6. A student may require multiple classification types and a student’s classification type(s) may change during the course of the school year. A **Student Classification** record must be submitted for each classification type for which a student is assigned. If a student is removed from a classification, a change to that **Student Classification** record (**Student Classify End-Date**) must be transmitted to EIS. Valid **Student Classification Types** are listed in the [EIS Appendices](#).

## EIS Business Rules

### 11. Disciplinary Action Rules

1. The following disciplinary actions are listed in order of severity:
  - **Expulsion**
  - **Remand**
  - **Out-of-School Suspension/Suspension**
  - **In-School Suspension/In-School Detention**

**NOTE:**

Severity determines what is reported on the Suspension/Expulsion/Remand report.

2. Suspensions should be funded for the first 10 days of an infraction. Districts should send appropriate corrections according to rules in *The Student Membership and Attendance Accountability Procedures Manual*.

**Expulsion** shall be defined as removal from attendance for more than 10 consecutive days or more than 15 days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion. The school district shall not be eligible to receive funding for an expelled student. The student will not be included in ADA or ADM.

**Out-of-School Suspension/Suspension** shall be defined as dismissed from attendance at school for any reason for not more than 10 consecutive days. The student on suspension shall be included in ADM and will continue to be counted for funding purposes. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

**In-School Suspension/In-School Detention** shall be defined as removed from regular classroom, but not from school. The student in In-School Suspension is receiving educational services but not in the regular classroom. The student will be counted in ADM and ADA.

**Remand** shall be defined as an assignment to an alternative school or program. The student so assigned shall be included in ADA/ADM and will continue to be counted as present for funding purposes. The department shall establish a set of codes to be used for reporting reasons for students on remand to an alternative school or program.

- A student must be expelled or withdrawn, then remanded when the student needs to be enrolled in the alternative program.
- A student can not be remanded to an alternative program unless there is room for enrollment.

## EIS Business Rules

3. Disciplinary actions taken against students must be evaluated for how the reports will be affected.

- ***What are the rules for students who show a suspension for more than 10 consecutive days?***

- The student will show in ADM, ADA, or ADT until errors are corrected.
- The district is responsible for making any corrections to the student's record. The department will not make any corrections to the student's record.

- ***What are the rules for students with disabilities who are suspended, expelled, or remanded?***

- When children with disabilities are suspended or expelled, whether or not it is a manifestation of their disability, they should be continued to be included in ADM, ADA, and ADT reports.
- According to Federal regulations, children with disabilities can be suspended up to a maximum of 10 days per year without any provided services. Any suspensions after the 10<sup>th</sup> day requires services to be provided according to their Individual Education Program (IEP).
- All children with disabilities (Special Ed options 1-10) are included.

- ***What are the procedures for counting multiple events for the same disciplinary offense?***

- All events must be recorded and evaluated for ADM, ADA, and ADT, but only the **most severe** action for the event is to be reported in the **Suspension, Expulsion, and Remand report**.
- This report will include the number of students for each type and will also include the number of incidents of each type.
- The offense date will be sent with each event related to an offense (suspension, expulsion, remand, etc.) to be used in determining if they are for the same offense.

- ***What are the rules for expulsions or remands that span across school years?***

- Any expulsion or remand may span school years. The student's record must reflect the expulsion or remand the next year.
- An expulsion or remands extract should be sent with the original offense date.
- The student should be in net enrollment but inactive if expelled.
- The event should not be counted as an expulsion or remands in the **Suspension, Expulsion, and Remand report** the next year.
- The school must send the normal enrollment extracts for the student and a student disciplinary action at the beginning of the year.

### 12. Early Postsecondary Courses

#### ***Statewide Dual Credit***

**Statewide Dual Credit:** High school course aligned to Tennessee postsecondary standards and challenge exam, developed by Tennessee secondary and postsecondary faculty. Students who pass the exam earn credits that are accepted by all Tennessee public postsecondary.

Schools and districts offering statewide dual credit courses (annual MOU signed with TDOE) must select the “**Statewide Dual Credit**” flag for each statewide dual credit course section.

**Local Dual Credit:** High school course aligned to a local postsecondary institution’s course and exam. Students who pass the exam earn credits that are accepted and/or recognized by the local postsecondary institution.

Schools and districts offering local dual credit courses (annual MOU signed with postsecondary institution) must select the “**Local Dual Credit**” flag for each statewide dual credit course section.

#### ***Dual Enrollment***

Dual enrollment courses are postsecondary courses (TCAT, community college, university, etc.). High school students are enrolled at the postsecondary institution and earn postsecondary credit upon successful completion of the course. High school credit is awarded based on local policy.

- Dual enrollment courses can be taught at the postsecondary campus, the high school, or online. The location of the course does not affect its status as a dual enrollment course.
- Dual enrollment courses are taught by postsecondary faculty or credentialed adjunct faculty, who may be a current high school teacher. Dual enrollment instructors must meet postsecondary requirements, but do not have to meet specific Tennessee teacher licensure or endorsement requirements.
- The district determines whether or not to award high school credit for the dual enrollment course and is responsible for entering a course grade on the student’s high school transcript.
- The physical location of the class (at the high school vs. on the postsecondary campus) does not affect the dual enrollment course code that is used.

# EIS Business Rules

## ***2014-15 Dual Enrollment Reporting***

The following steps are specific to dual enrollment courses offered during the 2014-15 school year only:

1. **Select the appropriate 2014-15 high school course code that is aligned with the postsecondary course**
  - If there isn't an aligned high school course code, enter the dual enrollment course code 9392.
  
2. **Report the teacher of record using the university/tech staff ID**
  - If the postsecondary instructor holds a secondary teaching license with the proper endorsements, enter that information in the class section
  - If the postsecondary instructor does not hold the appropriate teaching license and/or endorsements for the high school course, create a dual enrollment instructor profile using the University/Tech staff page.

This reporting process will be updated to reflect substantial reporting changes based on the new dual enrollment course codes beginning with the 2015-16 school year.

## **13. Special Education**

For **CTE reports**, Special Education Options 7-9 are reported in the Grade "N" column and include only students whose CTE classes are not part of their special education IEP. If the CTE course **is above** the base 23.5 Special Education contact hours, the student **is included** in the CTE reports. The student course extract, Student Class Assignment, sent from the school has a field, **CTE Outside IEP** (above), to indicate this information.

## **14. Calendar Section**

Each school will send an extract for each instructional calendar used by that school. Each district will send calendar extracts to reflect calendars in all schools.

The **Calendar Number** is the number the district assigns to uniquely identify the calendar within the district (e.g. 01, 02) for traditional or year round. The **Instructional Program Number** is the number assigned to uniquely identify the instructional program within the school.

- The district will create all calendars that they feel are necessary for the individual school programs.
- A school can have multiple Instructional Programs during the year and a district must have a different 200-Day Calendar for each unique planned calendar (start/end dates, in-service dates, etc.).

## EIS Business Rules

The **Attendance Start Date** is the first day students attend school and **Attendance End Date** is the last day students attend school.

- Those full-day professional development days where students do not attend class should be reported as non-instructional days. They will be treated the same as snow days.
- At the end of the school year, they will be subtracted from the count of days the same as snow days.
- Christmas and Spring Break are normally multi-day events, each day of any multi-day event day must be reported separately in an extract.

### 15. Staff Section

#### ***General Business Rules***

1. District-wide personnel will be uploaded to EIS using the existing extracts. District personnel are designated by assigning them to school 9999.
2. A current assignment is required for all school personnel transmitted for EIS. Staff members received without a current assignment will be put on error report but loaded to EIS.

There will be a separate extract sent for each current assignment a staff member has at a school.

3. For appropriately qualified non-licensed instructors (e.g., military personnel for JROTC) instructors, use Social Security Number or PIN as the Social Security Number. There is a link in EIS that will assign a PIN. That number should be used for both SSN and license. **For EIS do not enter all 9's or all 8's in the Social Security Number.**

#### ***Waiver Rules***

A waiver table will be created to contain all teacher waivers granted and approval status. This table will contain Teacher Name, Teacher Number, Teacher Social Security Number, School Name and Number, District Name and Number, Region Approval Date, Commissioner of Education Approval Date, Number of Years on Waiver, Course Code Waived and Waiver Approval Status. Waivers can be for both teachers and for administrative staff.

#### ***Grandfather Rules***

A table will be maintained for all valid grandfather teachers/courses at a school. The table will contain Teacher Number, Teacher Social Security Number, Teacher Name, Course Codes, Grandfathered Year, District Number, and School Number. During endorsement checks the table will be accessed to see if the teacher has been grandfathered for the course.

## EIS Business Rules

### 16. Summer School Section

Promotions from summer school must be reported with an effective date. All promotions that occur in the summer after June 30 and before the new school year starts will be counted with current school year results. **Completers** (Report of Graduates) will be for a specific completion date.

Promotions or graduations must be reported from the student's home school and will be included in the **Report of Graduates and Promotion and Retention reports** (regular and Special Education versions of reports).

### 17. Reports Section

Please refer to [EIS Reports](#) for additional business rules related to EIS standard reports.

### 18. Errors

Please refer to [EIS Errors](#) for a list of errors generated during the EIS nightly process.